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**From:** Jeannie Caputo <jcaputo@bellwethercorp.com>  
**Sent:** Wednesday, April 25, 2012 12:37 PM  
**To:** McGuire, Thomas M (DPH)  
**Subject:** RE: spreadsheet for stockroom  
**Attachments:** MaterialImport.xls

Tom,

What do you want to do about the import files? I have attached the Material Import file I created from the file you sent me. I have entered "A" for Add in the Transaction column. If any of these items are duplicates the Transaction column entry will have to be changed to a "C" for Change and the entry in the Stock Number column will have to be replaced with the exiting item code.

*Jeannie Caputo*

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**From:** McGuire, Thomas M (DPH) [<mailto:thomas.m.mcguire@state.ma.us>]  
**Sent:** Tuesday, April 24, 2012 8:15 AM  
**To:** 'Jeannie Caputo'  
**Subject:** RE: spreadsheet for stockroom

Hmm, did not think of that. I'm sure that there are if you go by item description.

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**From:** Jeannie Caputo [<mailto:jcaputo@bellwethercorp.com>]  
**Sent:** Monday, April 23, 2012 5:06 PM  
**To:** McGuire, Thomas M (DPH)  
**Subject:** FW: spreadsheet for stockroom

Tom,

I have started working on the material, inventory, and UOM translation import files. Do any of the records on the attached file that you sent me exist on your current material file or all they all new ones?

*Jeannie Caputo*

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**From:** McGuire, Thomas M (DPH) [<mailto:thomas.m.mcguire@state.ma.us>]  
**Sent:** Thursday, April 19, 2012 10:00 AM  
**To:** 'Jeannie Caputo'  
**Subject:** FW: spreadsheet for stockroom

Hi Jeannie,

Have you had a chance to look at this?

Thanks

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**From:** McGuire, Thomas M (DPH)  
**Sent:** Thursday, April 05, 2012 10:07 AM  
**To:** 'Jeannie Caputo'  
**Subject:** spreadsheet for stockroom

Hi Jeannie,

Here is the updated stockroom list for the state lab. Let me know if you have any questions.

Thanks

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**From:** Peeples, Michael (DPH) [<mailto:michael.peeples@massmail.state.ma.us>]  
**Sent:** Wednesday, April 04, 2012 12:57 PM  
**To:** McGuire, Thomas M (DPH)  
**Subject:** spreadsheet for stockroom

Hi Tom,

The excel sheet is done, has been proofed and is attached.

Michael